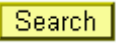# Maternity Uniform Allowance

Introduction:

This section provides the procedures for paying or recouping Maternity Uniform Allowance. This allowance is payable once every 3 years for pregnancy in addition to any other clothing monetary allowance.

Reference:

Chapter 3 - U.S. Coast Guard Pay Manual
COMDTNOTE 1900.9

Procedure:

Start CGHRMS, **sign-in** and follow these steps to pay or recoup Maternity Uniform Allowance. Corrections are not allowed.

Step	Action
1	**Select** Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	A search page will appear. **Enter** the member's Employee ID number or other search criteria and **click** the ⬛Search⬛ button to select the member you wish to display. Advanced Technique You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. ⓘ When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.

3	Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected. **Select** the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline. Employee Entitlement Summary | Employee Entitlement Detail The following screen appears. **Select** View All in the title bar.

4	**Select** the [Include History] button located at the bottom right-hand portion of the screen so that all payments of Maternity Uniform Allowance will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History] button.
	
	Note: The current selection will have a white background.
	
	  ➢ You may use the [Update/Display] button to pay Maternity Uniform Allowance; however, we recommend using the "Include History" mode so all payments will display.
	
	  ➢ Use the [Include History] button to view all payments of Maternity Uniform Allowance. Only new entitlements can be entered in this mode.
	
	  ➢ Use the [Correct History] button to update or delete entries of Maternity Uniform Allowance. A listing of all payments will be displayed.

| 5 | **If a Maternity Uniform Allowance row exists in the Summary Panel…**

Click the `Continue` button adjacent to Maternity Uniform Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a Maternity Uniform Allowance row doesn't exist in the Summary Panel…

Click a `+` button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, **type** "CM2" in the look-up box `⬚🔍` or use the magnifying glass to search for and select the Maternity Uniform Allowance earning code.

Then **click** the `Continue` button adjacent to Maternity Uniform Allowance to bring it up in the Employee Entitlement Detail screen. (Go To Step 7) |

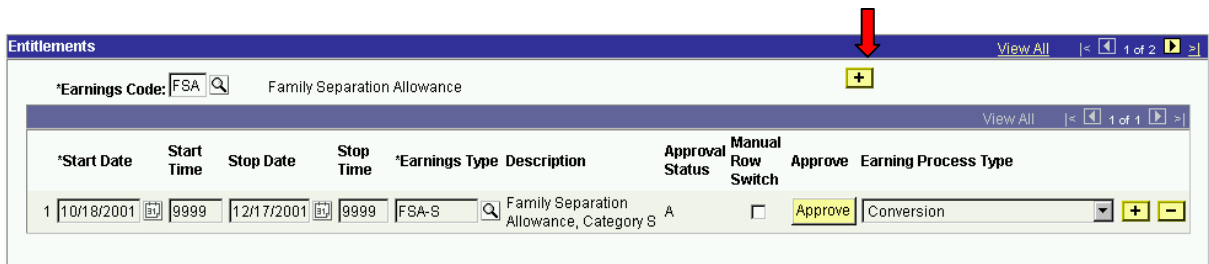| 6	**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**
	Follow these procedures to bypass the Employee Entitlement Summary Panel.

Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the [Include History] button located at the bottom right-hand portion of the screen so that all entries of Maternity Uniform Allowance will be shown. If you are deleting this entitlement, use the [Correct History] button.
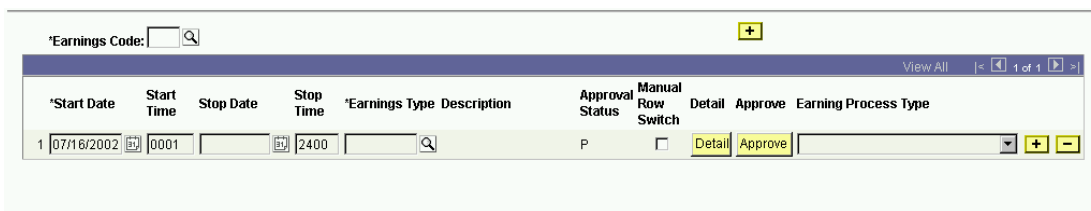
Select [View All] from the displayed title bar to list all entitlements.

Scroll up to find the "CM2" Earnings Code. If Maternity Uniform Allowance isn't listed (after clicking [View All]), click the [+] button from any entitlement as shown below.

The following screen appears below the previous entitlement…
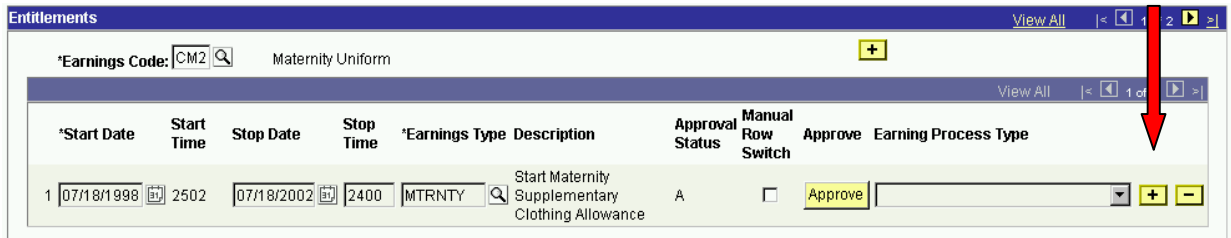

Type "CM2" in the Earnings Code field or use the magnifying glass 🔍 to search and select the Maternity Uniform Allowance Earnings Code.

7	**Paying Maternity Uniform Allowance** (See Step 8 if recouping this allowance.)

In the ⌐Include History⌐ mode, click the ➕ button shown below.
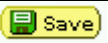
The following entry line appears…

Enter the following information…

| Field	Action
Start Date	The current date is automatically displayed. Use the calendar button 📅 to **select** the desired date. You can also **Click & Drag** over the date field to select the date then **Type** the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	**Enter** the same date used for the start date. Use the calendar button 📅 or **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	**Type** in the code if known or use the 🔍 to search and **select** from a listing of available earning types. Do not pay the same type more than once every 3 years.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	**Select** this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
Approve	Not Used. Payment of Maternity Uniform Allowance does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
Save	**Click** this button (located at the bottom left of the screen) to approve the entry.

Continued on next page

| 8 | **<u>Deleting/Recouping Maternity Uniform Allowance</u>**

In [Correct History] mode, **find** the Maternity Uniform Allowance row to delete.

Click on the [-] button located in the row to be deleted.

Click the [Save] button located at the bottom left of the screen.

(i) The Maternity Uniform Allowance entitlement will be recouped when using this feature. |
| --- | --- |

End